

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 156  
SEPTEMBER 4, 2013 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, September 4, 2013, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**    **Jill Johnson, Chair**  
   **Kelly Emerson, Member**  
   **Helen Price Johnson, Member**

**Staff: Pam Dill**

**Staff Present:**    **Bill Oakes, Director, Connie Bowers, Eric Brooks, Steve Marx**

**Others Present:**    **Elaine Marlow, Budget Director**

Record @ 00:10

**Add-On**

**Subject/Description:** Revised change order

**Attachment:** yes

**Action Requested:** Change Order No. 1 – Specialized Pavement Marking, Inc.; 2013 Profiled Plastic Line Installation, CRP 09-08/11-01); Replacement of Glass Beads for Pavement Marking with Reflective Beads for Pavement Marking.

**Follow up:** Okay with full Board to move forward to Monday's agenda.

**Roads**

**Subject/Description:** Purchase of (4) Snow Plows

**Attachment:** Memorandum, PO, Contract Information & Estimate

**Action Requested:** Approval of purchase of (4) snow plows off WA State Contract No. 00910; PW-1320-132; PO # 9584; Holland Equipment Co.; Amount: \$25,801.03 (incl. WWST).

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** Walden Loop Culvert Rehabilitation

**Attachment:** Memorandum & Purchase Order

**Action Requested:** Approval of PO #9678; JL 01065-0002; WCCL Systems Inc.; for the relining of deep culvert located 12 feet underneath the road surface on Walden Loop Road; Amount: \$33,898.10 (incl. WSST).

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Public Works**

**Subject/Description:** DEM discussion

**Attachment:** yes

**Discussion:** Bill Oakes discussed a budget adjustment for the Department of Emergency Services for 2014 and the last quarter of 2013. He also requested a wage increase from NR-10 to NR-17 for Eric Brooks.

**Follow Up:** Continue discussion on the overall needs of Emergency Services at a future work session and put the budget adjustment request into the budget discussions.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 157  
SEPTEMBER 4, 2013 – WORK SESSIONS**

## **Human Resources**

Work Session was held between the County Commissioners and Human Resources on Wednesday, September 4, 2013 at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners: Jill Johnson, Chair  
Kelly Emerson, Member  
Helen Price Johnson, Member**

**Staff: Pam Dill**

**Staff Present: Melanie Bacon, Human Resource Director, Bill Oakes, Kelly Mauck**

**Others Present: Elaine Marlow, Budget Director**

Record @ 31:26

**Subject/Description:** Job Requisitions

**Attachment:** yes

**Action Requested:**

**Sheriff**

- Temporary Provisional Hire, new temp, GD-10, #072/13  
*Commissioner Price Johnson moved to approve Job Requisition #072/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

## Public Works

- Project Manager, replacement, R-20 #073/13  
*Commissioner Price Johnson moved to approve Job Requisition #073/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Subject/Description: Facilities & Administrative Services**

**Attachment:** none

**Discussion:** The Board began a discussion on the future of the facilities department and the previous reorganization effort.

**Follow up:** Continue discussion to Commissioner's agenda on September 11, 2013.

**Subject/Description: Policy manual update (cont. from 8/21/13)**

**Attachment:** yes

**Discussion:** Melanie continued the review of the revised Personnel Policies & Procedures Manual with the Board.

**Follow up:** Continue to next available work session.

## **Planning & Community Development Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, September 4, 2013 at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 158  
SEPTEMBER 4, 2013 – WORK SESSIONS**

**County Commissioners:**     **Jill Johnson, Chair**                     **Staff: Pam Dill**  
   **Kelly Emerson, Member**  
   **Helen Price Johnson, Member**

**Staff Present:**   **Brad Johnson, Will Simpson**

**Others Present:** **Elaine Marlow, Budget Director**

Record @ 58:50

**Subject/Description:** **Fish and Wildlife Habitat Conservation Are update**  
**Attachment:** Draft - Public Participation Plan & Preliminary Scope of Work/Island County  
Critical Areas Ordinance update: Fish and Wildlife Habitat Conservation Areas  
**Discussion:** Planning & Community Development has drafted a Public Participation Plan for  
the FWHCA update to ensure Island County complies with RCW 36.70A.  
**Follow up:** Planning Commission will review the plan at a Public Hearing on September 10,  
2013.

**Subject/Description:** **Grant funding from WA Dept. of Commerce**  
**Attachment:** none  
**Action Requested:** Letter of support from Board of Commissioners to submit application to the  
Department of Commerce to receive grant funding for planning activities associated with the  
2016 Comprehensive Plan update.  
**Follow up:** Okay with full Board for staff to draft a letter for Board signature and place on a  
Monday agenda.

**Health Department**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on  
Wednesday, September 4, 2013, at 10:15 a.m., in the Island County Annex Building,  
Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**     **Jill Johnson, Chair**                     **Staff: Pam Dill**  
   **Kelly Emerson, Member**  
   **Helen Price Johnson, Member**

**Staff Present:**   **Keith Higman, Director**

**Others Present:**     **Elaine Marlow, Budget Director**

Record @ 01:08:15

**Administration**

**Subject/Description:** **Department of Health – 2012-2014 Consolidated Contract**  
**Attachment:** Contract  
**Action Requested:** Approval of Contract Amendment Number 10 with the WA State Department  
of Health; Contract No. C16886; Amendment Amount: \$31,915.00.  
**Follow up:** Okay with full Board to move forward to a Monday agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 159  
SEPTEMBER 4, 2013 – WORK SESSIONS**

**Environmental Health**

**Subject/Description:** Contract with Department of Ecology: Site Hazard Assessment

**Attachment:** contract G1400039

**Action Requested:** Approval of Site Hazard Assessment Grant Agreement #G1400037 between WA Department of Ecology and Island County Public Health; Contract funds activities to investigate and analyze potential hazardous waste sites in Island County to protect public health and the environment; Terms: 7/1/13-6/30/15; Agreement No. G1400039; Amount: \$90,000.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** Joint Plan of Responsibility for Regulation of Water Recreation Facilities

**Attachment:** Agreement No. HD-04-2013

**Action Requested:** Approval of Joint Plan of Responsibility Agreement between State of WA Department of Health and Island County Public Health for Regulations of Water Recreation Facilities in Island Count; agreement delineates responsibilities of DOH and ICPH with respect to regulation of water recreation facilities in Island County pursuant to Chapters 70.90 RCW and Chapters 246-260 and 246-262 WAC. Agreement No: HD-04-2013; Amount: \$ 0.00.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** Official Payments

**Attachment:** none

**Action Requested:** Environmental Health is evaluating the use of an electronic payment system with Official Payments to support payment on-line for all HOST classes. This company has been effectively used in the past and continues to provide ongoing electronic payment solution for the Island County Treasurer's office.

**Follow up:** Health staff will expand the conversation to other county departments to see what options are available for electronic payment and bring the information back to the Board at a future work session.

**Commissioners Agenda**  
**Summary Minutes**

The County Commissioners met during Work Session on Wednesday, September 4, 2013 at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

<b>County Commissioners:</b>	<b>Jill Johnson, Chair</b>	<b>Staff: Pam Dill</b>
	<b>Kelly Emerson, Member</b>	
	<b>Helen Price Johnson, Member</b>	

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:33:35

**Subject/Description:** Appointment to the Sno-Isle Library Board of Trustees

**Attachments:** yes

**Action Requested:** Formal confirmation approval of Kelli Smith's appointment to complete the term of Alanna Stone on the Sno-Island Libraries Board of Trustees.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 160  
SEPTEMBER 4, 2013 – WORK SESSIONS**

**Follow up:** Okay with full Board to move approval forward to Monday's agenda.

**Subject/Description:** EDC Rural Development Fund Request – Island County Fairgrounds Property Strategic Plan

**Attachments:** yes

**Action Requested:** Approval to move forward with authorizing a grant to the EDC to create a strategic plan for the Island County Fairgrounds Property Strategic Plan; Amount: \$71,000.00.

**Follow up:** Okay with full Board to move forward with funding request.

The Board recessed at 11:00 a.m. and reconvened at 2:00 p.m. in Budget Workshop.

Elaine Marlow, Budget Director, reviewed revenue and expenditure estimates. Video of the Budget Workshop can be viewed at <http://www.islandcounty.net/commissioners/video/>

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

\_\_\_\_\_  
Jill Johnson, Chair

\_\_\_\_\_  
Kelly Emerson, Member

\_\_\_\_\_  
Helen Price Johnson, Member

ATTEST:

\_\_\_\_\_  
Elaine Marlow, Clerk of the Board